

**INEEL WATER INTEGRATION PROJECT MEETING MINUTES**  
**Wednesday, February 6, 2002**

**Attendees:**

<b>Name</b>	<b>Organization</b>	<b>E-Mail Address</b>
Jeff Perry	DOE-ID	<a href="mailto:perryjn@id.doe.gov">perryjn@id.doe.gov</a>
Doug Burns	BBWI	<a href="mailto:deb4@inel.gov">deb4@inel.gov</a>
George Henckel	BBWI	<a href="mailto:hencgc@inel.gov">hencgc@inel.gov</a>
Marianne Little	BBWI	<a href="mailto:lit@inel.gov">lit@inel.gov</a>
Lisa Green	DOE-ID	<a href="mailto:greenla@id.doe.gov">greenla@id.doe.gov</a>
Kendall Kincaid	DOE-ID	<a href="mailto:kinkaikl@id.doe.gov">kinkaikl@id.doe.gov</a>
John Tanner	Coalition 21	<a href="mailto:pust@srv.net">pust@srv.net</a>
Janice Brown	BBWI	<a href="mailto:browjm@inel.gov">browjm@inel.gov</a>
Paul Wichlacz	BBWI	<a href="mailto:plw@inel.gov">plw@inel.gov</a>
Richard Kauffman	DOE-ID	<a href="mailto:kauffmrm@id.doe.gov">kauffmrm@id.doe.gov</a>
David Frederick	INEEL Oversight Program	<a href="mailto:dfrederi@deq.state.id.us">dfrederi@deq.state.id.us</a>
Susan Prestwich	DOE-ID	<a href="mailto:prestwsm@id.doe.gov">prestwsm@id.doe.gov</a>
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Patty Natoni	DOE-ID	<a href="mailto:natonipm@id.doe.gov">natonipm@id.doe.gov</a>
Brad Bugger	DOE-ID	<a href="mailto:buggerbp@id.doe.gov">buggerbp@id.doe.gov</a>

**On Phone:**

Joe Rousseau	USGS	<a href="mailto:jprousse@usgs.gov">jprousse@usgs.gov</a>
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E.B. Nuckols	DOE-HQ	<a href="mailto:ernest.nuckols@em.doe.gov">ernest.nuckols@em.doe.gov</a>
Jan Edelstein	INEEL CAB	
Beatrice Brailsford	SRA	
Rachel Collins	DOE-ID	<a href="mailto:collinrl@id.doe.gov">collinrl@id.doe.gov</a>
Robert Stump	DOE-ID	<a href="mailto:stumprc@id.doe.gov">stumprc@id.doe.gov</a>

**30-Day Look Ahead Schedule and the Action Tracking Log**

The 30-Day Look Ahead Schedule and the Action Tracking Log were distributed. These documents, along with the weekly meeting minutes, will be posted on the project's web page so that all participants have access to them when the web page becomes operational in approximately two weeks.

Phone communications are still hard to understand because of the size of the meeting room. Procurement of a new type of conference phone that has satellite microphones that can be placed around the conference room is being investigated.

**INEEL Water Board Charter**

A revision to the INEEL Water Board Charter has been drafted and is being reviewed. Joe Rousseau reminded the group that the board was developed to serve as an advisory group for DOE management and some concern was expressed by the group over asking the board to set INEEL water policy.

## **Technical Baseline Development**

It was noted that a large amount of integration work is already ongoing at the INEEL because different organizations are simply trying to “keep their heads above water”. Jan Edelstein noted that the role of Water Integration Project should be to facilitate this effort. The project should be trying to make integration easier as opposed to forcing integration to happen.

## **Stakeholder Involvement Activities**

Invitations to the February 19-20 stakeholder outreach retreat were mailed on Friday (2/1). Some participants had not received their invitations so Jan Brown committed to electronically sending another copy of the invitation to anyone who wanted one.

Discussed the fact that there will be no “observers” during the retreat. Everyone present will be asked to participate. The retreat will be used to develop a draft of the project’s stakeholder involvement plan and a draft timeline of project stakeholder involvement activities.

Jan Brown discussed the project’s presentation to the High Country Resource Conservation & Development (RC&D) Council. The council expressed interest in participating in the project’s efforts and voted unanimously to send a representative to the outreach retreat. Jan also distributed a draft of the web site introduction and asked for comments to be returned to her by close of business on Thursday (2/7).

Brad Bugger discussed the requirements of the Federal Advisory Committee Act (FACA). In order to satisfy FACA requirements, participants in the outreach retreat will be asked to act as individuals as opposed to a team that is being asked for a consensus opinion.

Discussed the fact that DOE is asking for participation in the retreat in order to develop an outreach program that is much more responsive to stakeholder needs and interests. However, DOE retains all decision-making and program implementation responsibility.

## **Project Overview**

Jeff Perry distributed a project overview description document and asked for comments to be returned to him by start of business on Monday (2/11). The description document will be delivered to DOE-HQ before Mark Frei leaves DOE-ID on February 14 and will serve as the basis for the project’s execution plan.

## **Uncertainty Prioritization**

A value engineering invitation letter was finalized and mailed to a group of internal and external technical experts. The value engineering session will be held on Monday, February 25 and will be used to set criteria for prioritizing INEEL subsurface technical uncertainties. The results of the session will be posted on the project’s web page so that anyone who is interested in the process can review and comment on the criteria.

## **Next Meeting**

Wednesday, February 13, 1:00 MST